



# PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division  
Vancouver, Washington Division  
Community Based Outpatient Clinics  
Salem, OR Bend, OR  
Camp Rilea (Warrenton, OR)*



## NOTICE OF VACANCY

1. <u>Announcement Number</u>  <b>T38-10-0058-RB</b>	2. <u>Title, Series, Grade, Salary</u>  <b>Pharmacist (Outpatient Supervisor) fs GS-660-12/13 or GS-13 \$100,942 to \$127,111 per annum (Based on full-time employment)</b>	3. <u>Tour of Duty</u>  <b>M-F</b>	4. <u>Duty Station</u>  <b>Pharmacy Service, Portland Division</b>
5. <u>Type &amp; Number of Vacancies</u>  <b>Permanent 1 Full-time position</b>	6. <u>Contact</u>  <b>Human Resources Assistant 503-273-5236</b>	7. <u>Opening Date</u>  <b>12/11/2009</b>	8. <u>Closing Date</u>  <b>1/20/2010</b>

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.
- Any US Citizen

### MAJOR DUTIES:

Incumbent is responsible for managing comprehensive Pharmacy Services in an Ambulatory Care setting, located in Portland, Oregon. Incumbent is responsible for planning coordinating and implementation of comprehensive and innovative Ambulatory Clinical Pharmacy Services, represents the Pharmacy on committees as assigned, and ensures projects and reports are completed in a timely manner. The outpatient supervisor is responsible for the professional and administrative management of an outpatient area in a relatively large pharmacy service, or an outpatient area as a site geographically removed from the supervisor. Such individuals typically have responsibility for supervising twenty or more employees.

Supervisory duties include development of performance standards and performance evaluation; recommendations for appointment, awards, advancement, and, when appropriate, disciplinary action; identification of continuing education and training needs; etc. Other duties include serving as a consultant within Pharmacy Service and with other facility health care staff in evaluating health care delivery to patients, assessing, planning and evaluating the pharmacy program to ensure proper coordination between the delivery of pharmacy services and the overall delivery of health care.

The primary responsibility of this position is to provide guidance, accountability, leadership, mentoring and supervision. The incumbent is expected to establish goals, monitors and measures for an effective and patient centered Pharmacy Service. Pharmacy activities include but not limited to, Ambulatory Care Clinical Services, Anti-Coagulation management, patient education, medication counseling, medication dispensing, Methadone Clinic, control substance accountability, inventory management oversight, staffing assignments and adjustments, training and education of Pharmacy staff, residents and students.

### **THIS POSITION IS NOT IN THE BARGAINING UNIT**

### QUALIFICATION REQUIREMENTS:

**Eligibility:** Department of Veterans Affairs Qualifications Standards (VA Handbook 5005, Part II, Appendix G15) for GS-660 Series applies and may be reviewed in the Human Resources Management Service Office.

#### **Basic Requirements**

- Must be a citizen of the United States.
- Graduate of a degree program in pharmacy from an approved college or university. The degree program must have been approved by the American Council on Pharmaceutical Education (ACPE)
- Must be a current licensed pharmacist licensed to practice pharmacy in a State, Territory, Commonwealth of the United States (i.e., Puerto Rico), or the District of Columbia with at least one year of professional experience at the next lower grade or equivalent experience in private sector.
- Applicants must be able to distinguish basic colors.

#### **Specialized Experience:**

- Completion of the equivalent of 1 year of creditable experience at the next lower grade level which is directly related to the position to be filled.

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**GS 12 - Experience.** Completion of the equivalent of 1 year of creditable experience at the next lower grade level which is directly related to the position to be filled.

**GS 13 - Experience or Board Certification.** Completion of the equivalent of 1 year of experience at the next lower grade level, or board certification recognized by the American Pharmaceutical Association's Board of Pharmaceutical Specialties.

**Applicants must demonstrate through their experience or education that they possess the following published KSAs (from VA Handbook 5005) for the grade at which they wish to apply (and grades below that grade if applicable):**

1. In depth knowledge of a specialized area of clinical pharmacy practice or a specialty area of pharmacy such as quality assurance/utilization review, ADP systems, drug information, etc.
2. Advanced knowledge of pharmaceuticals, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics;
3. Skill in monitoring and assessing the outcome of drug therapies including physical assessment and interpretation of laboratory and other diagnostic parameters.
4. Knowledge of the design, conduct, and interpretation of controlled clinical drug trials or other research related to health care.
5. Ability to communicate orally and in writing with a wide variety of individuals. This would typically include beneficiaries, professionals in other health care disciplines, and health related groups in the community.
6. Knowledge of the standards related to distribution and control of scheduled and non-scheduled drugs (including research and investigational drugs.) This includes, but is not limited to, the standards established.

#### **BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs)**

**On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to the rating factors may result in your application receiving a less than desirable rating.**

1. Ability to introduce innovation and change.
2. Ability and skill in management and coordination of multiple Ambulatory Care activities.
3. Ability to assess staff needs and provide appropriate education, mentor and provide leadership.
4. Knowledge of the standards related to distribution and control of scheduled and non-scheduled medications (including research and investigative drugs). This includes but is not limited to standards established by DEA, FDA, VA, and The Joint Commission.
5. Ability to stress accountability and continuous improvement, to make timely and effective decisions and to produce results through planning, implementation, training, and evaluation.

#### **CONDITIONS OF EMPLOYMENT:**

- This is an Excepted Appointment. Excepted service positions have been excepted from the requirements of the competitive service by law, Executive Order, or by OPM regulation (5 USC 2103 and 5 CFR part 213).
- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future
- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.
- Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.
- All information submitted to this VA Medical Center is subject to verification by VetPro.
- If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.
- A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- Relocation incentive up to \$5,000 may be authorized
- Recruitment incentive up to \$5,000 may be authorized.
- A drug test may be required for an applicant who is tentatively selected.
- A pre-employment physical examination will be required for an applicant who is tentatively selected.
- Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38 USC 7402(d) and 7407(d).
- [VACareers](#) has descriptions of all Title 38 Jobs and their benefits.

- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
- It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

#### **HOW TO APPLY:**

**Portland VAMC Permanent Employees** must submit a

1. [VAF 4078, Application for Promotion or Reassignment](#)

**Other VA Permanent Employees** must submit

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. Resume or CV
3. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
4. Latest SF-50, Notification of Personnel Action
5. Copies of all current licenses
6. Latest performance appraisal

**Non VA Applicants** must submit:

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. Resume or CV
3. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
4. Veterans Preference:
  - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (FOR 5 POINT Veteran's Preference).
  - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
  - c. VA letter of service-connected disability rating dated 1991 or later.
5. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
6. Copies of all current licenses.
7. A copy of your college transcripts (Optional unless education is required).

**All application packets must be received in Human Resources by Close of Business (COB) on 1/20/2010.**

Application forms may be obtained in Human Resources Office or on our external website,

<http://www.visn20.med.va.gov/Portland/mc/hr> .

*Applications may be mailed to:*

Portland VA Medical Center, P4HRMS

**Attn: T38-10-0058-RB**

PO Box 1034

Portland, OR 97207

*Or brought in person to:*

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

#### **APPLICANT'S PLEASE NOTE:**

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

#### **IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:**

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**